

# FRANCHISE TAX BOARD POSITION DUTY STATEMENT

YOU DO THE JOBS NEEDED TO MAKE THE STATE INCOME TAX SYSTEM WORK

<b>CLASSIFICATION TITLE</b> OFFICE ASSISTANT (GENERAL) P.I.	<b>BUREAU/SECTION</b> PERSONNEL ROSTER
<b>WORKING TITLE</b> Preprocessing Assistant	<b>POSITION NUMBER</b>  <b>EFFECTIVE DATE</b>

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

**GENERAL STATEMENT:** Under the supervision of the Office Services Supervisor II, serves as an assistant to the Preprocessing Coordinator. Prepares memorandums for report-to-work and follow-up memos on incomplete I-9's; updates and maintains the automated call-back system for the Permanent Intermittent employees; acts as backup to the Public Counter Receptionist; and answers phones and conducts filing.

**INDICATE % OF TIME (MANDATORY)**      **SPECIFIC TASKS (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)**

Essential Job Functions:

40%

Assists with the completion of preprocessing paperwork for all new Permanent Intermittent and Seasonal Clerks hired by the department which includes, but is not limited to completing work orders and verifying all new hires the day of report and issuing badges:

- Prepares personnel folders prior to hiring season
- Assists in scheduling pre-processing sessions for all temporary hires
- Records vital information, sends copy to working unit on start day of work
- Assists the Fingerprint Coordinator with Personal History forms and the Medical Officer with I9 forms
- Assists with notifying candidates of pending items on Personal History/I9 forms

30%

Acts as backup to the Public Counter Receptionist; conducts employee badging; answers phones for staff or directs calls and/or deliveries to the appropriate section in the department. Assists with the alphabetizing of STD 634's and 7825 forms.

10%

Supports full-time and temporary staff on miscellaneous tasks, including filing.

Marginal Job Functions:

10%

Assists with calling back Permanent Intermittent and furloughed employees; schedules them to report to work when requested.

10%

Assists with updating and maintaining the automated callback score system for all Permanent Intermittent employees for each hiring season.

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
SUPERVISOR